

## **Payroll Level Contacts**

## **Local Investor Centers**

- ∠ New Enrollments
- ∠ One-on-one participant counseling
- ∠ Prospectus distribution
- ∠ Participant walk-in services
- ZZ Product and Plan information and education
- ∠ Catch-up initiation and monitoring
- ∠ Contribution rate changes
- ∠ Retiree and termination counseling
- ∠ Payroll training and education

## **Home Office**

ZZ Submit the following correspondence to the Home Office:

- ∠ OBRA Mandatory Participation Agreement Form
- ZZ Termination Notification Form
- ≥ Deferral Reduction in Error Form
- ∠ Beneficiary Change Form
- ZZ Profile Information Changes
- ∠ Contribution Submissions\*

€€ Fax: 860-723-9636

∠ Correspondence Mail:

ING Financial Services CMA Sponsored Services 151 Farmington Ave Hartford, CT 06156-**7780** 

∠ \*Contribution Submissions:

ING- Financial Services Commonwealth of Massachusetts P O BOX 31701 Hartford, CT 06150-**1701**  ∠ Payroll Location Inquires/Procedural Questi ∠ Phone: 1-877-459-1286

∠ Custom Web Site - www.ingretirementpla

- ∠ Enrollment
- ∠ Fund Performance
- ∠ Payment Options
- ∠ Plan Overview
- ∠ Service Options
- ∠∠ FAQs
- ZZ Forms (Beneficiary Designation Form)
- ∠ Links to the Official Web Site of the C
  State Board of Retirement
- ∠ OBRA Mandatory Participation Agree

## Commonwealth of Massachusetts Deferred Compensation

∠∠ Official Web Site of the Commonwealth of www.state.ma.us

State Retirement Board Web Site <a href="https://www.state.ma.us/treasury">www.state.ma.us/treasury</a>

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